

Alabama Institute for Deaf and Blind



Functional Analysis & Records Disposition Authority

**Revision
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State Records Commission
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Functional and Organizational Analysis of the Alabama Institute for Deaf and Blind

Sources of Information

- Representatives of the Records Committee of the Institute for Deaf and Blind
 - Barry Morris, Purchasing/Maintenance
 - Bob Kline, Alabama School for the Blind
 - John Tiffany, Alabama School for the Deaf
 - Erminel Love-Trescott, Helen Keller School of Alabama
 - Horace Carson, E.H. Gentry Technical Facility
 - Pat Driscoll, Alabama Industries for the Blind
 - Lynne Hanner, Administrative Office
 - Joyce Mitchell, Finance and Accounting
 - Shelia Morris, Human Resources
 - Terry Graham, Health, Evaluation, and Outreach
 - Leslie Mathison, Transportation
- Code of Alabama 1975 § 21-1-1 through § 21-2-3
- Alabama Government Manual (1998)
- Government Records Division, State Agency Files (1985-ongoing)
- “Sights and Sounds,” Magazine of the Institute for Deaf and Blind, Volume 16, Numbers 4-5; Volume 18, Number 2; Volume 19, Number 1

Historical Context

After working at the Georgia School for the Deaf, Dr. Joseph Henry Johnson founded the Alabama School for the Deaf (ASD) on October 4, 1858. The school was authorized by statute in 1860. In April 1867, the Alabama Academy for the Blind was created on ASD’s campus. The Alabama School for the Negro Deaf and Blind opened on the McMillan Street campus in the Fall of 1892. In June of 1938, Congress passed the Wagner-O’Day Act, which gave priority to workshops for the blind in bidding on government contracts. The Works Project Administration soon began construction of a two-story hospital building that was later completed by the institute. In September 1955, the institute's first program devoted solely to educating deaf-blind children opened with four students. This program later became the Helen Keller School of Alabama. In September of 1968 integration of high school classes at the schools for the deaf and blind was completed with little resistance. In August of 1985, the institute was awarded a grant of \$935,000 from the Kellogg Foundation to establish a network of Regional Centers. In May of 1997, the institute received the single largest gift in its history and created the Woods Center of Excellence, the country's first buildings designed and built solely for teaching science, math and language to children who are deaf and blind.

Agency Organization

The institute, located in Talladega, is managed and controlled by a board of trustees that consists of the governor, the state superintendent of education, and thirteen other persons appointed by the governor and confirmed by the senate. Four of the appointed members are selected from the congressional district in which the school is located, with three of those being from Talladega County. One member is selected from each of the other congressional districts in the state and as many other members as is necessary to complete the total membership of the board, which shall be appointed from the state at-large. The at-large members are individuals who have formerly attended the institute. Appointed members serve six-year staggered terms. The board appoints a chairman who presides over the board in the absence of the governor and appoints a president who serves as chief executive officer of a multi-campus institution including the accredited residential programs at the Alabama School for the Deaf, the Alabama School for the Blind, and the Helen Keller School of Alabama; the E. H. Gentry Technical Facility, an accredited two-year technical school for sensory impaired adults; a statewide network of eight regional centers; and two diverse manufacturing complexes that are the state's largest employer of blind persons. The board appoints a secretary to keep a full record of its proceedings, and appoints officers, faculty members, and other personnel. An organizational chart is attached.

Agency Function and Subfunctions

The mandated function of the Institute for Deaf and Blind is to provide education and training for the deaf and blind, and to develop, maintain, and supervise workshops and home industries for the blind. The institute is one of the agencies responsible for performing the Client Services function of Alabama government.

In the performance of its mandated function, the institute may engage in the following subfunctions.

- **Admitting Students.** Children who are so handicapped by deafness, blindness, or inability to speak as to be unable to make progress in the public schools of the community in which the child resides are required to enroll in the Alabama Institute for Deaf and Blind. All applicants must prove that they are proper candidates for admission. The three schools of the institute are open to students ages three to twenty-one. The E.H. Gentry Technical Facility is open to application by qualified individuals seeking technical training.

The institute operates eight regional centers throughout Alabama that serve people of all ages, helping them connect with the local resources they need.

- **Conveying Knowledge.** The institute provides educational opportunities for its students. Students are taught school subjects as well as how to function with their particular handicap. The teacher in the classroom is the actual conveyor of knowledge, but teaching is based on the approved course of study and the textbooks approved by the institute. The State Board of Education under authority of Code of Alabama 1975 § 16-

6B-2, establishes a core curriculum with which all schools must comply. Students of the institute's schools study the standard curriculum for all students in the state, but also receive instruction in braille, orientation, and mobility. Students graduate with an academic or a vocational diploma. The institute develops school course offerings based on the approved core curricula. Students select course work from these offerings with the assistance of a student advisor.

The board of trustees, upon recommendation of the president, selects and adopts for use textbooks and instructional materials that may substitute for the state-approved or state-adopted books and materials. The board provides free textbooks to students of all grades who would otherwise receive free textbooks at public schools.

The institute assesses student performance in accordance with state law and policies of the State Board of Education and of the institute in order to determine student scholastic performance. Students are tested within each course to measure what they have learned. Success or failure to pass school examinations determines whether the student is eligible to proceed within the designed school curricula. The institute conveys credentials to students upon graduation from the institute and also evaluates the performance of students with special needs to assess proper treatment.

- **Providing Student Housing, Care, and Activities.** Students enrolling in the institute who do not live in Talladega must live on the school's campus in student housing. Each dorm has house-parents that live with the children, and dorm aides to help the children dress and get ready for school. There is a nurse on each school campus and full medical facilities are located at the Dowling Health Center on the Alabama School for the Deaf campus. There are also dental clinics, a low vision clinic and many other health services for all the students at the institute. Residential students eat three meals a day in the cafeteria. A dietitian plans all the meals. Some students in the work adjustment program help out in the cafeteria and get paid for their work. The institute also provides and coordinates social activities for the students. Among these activities are a yearbook, athletics, art classes, pre-vocational classes, piano, band, chorus, scouting, social clubs, swimming, bowling, arts and crafts, student government, or just playing outside. Students may set up financial accounts at the institute to help them learn to manage money.
- **Providing Employment Opportunities.** The institute offers opportunities to individuals enrolled in its schools and programs, as well as with other blind and deaf individuals. The Department of Adult Blind and Deaf of the institute works with the Department of Rehabilitative Services to make surveys of concession stand opportunities for blind persons in buildings and on properties of the state, its agencies, institutions, and political subdivisions. The two agencies also work to establish such concession stands and supervise the operation on a continuing basis. The institute develops workshops for training and employing blind, visually handicapped, deaf, and other severely handicapped persons and maintains a bureau of information to aid the blind or deaf, whose training is not otherwise provided for, in finding employment, in developing home industries, and in marketing their products. The institute offers employment opportunities at its two manufacturing plants, one retail store, and at its Base Supply Centers at Redstone

Arsenal, Fort McClellan, Moody Air Force Base in Georgia, and Columbus Air Force Base in Mississippi. The director of the Department of Finance, the Attorney General, and the president of the institute constitute a board that fixes a fair market price for the products. State agencies are required to purchase these products when such products meet the needs of the agency.

- **Administering Internal Operations.** A significant portion of the agency's work includes general administrative, financial, and personnel activities performed to support the programmatic areas of the agency including:

Managing the Agency: Activities involved in managing the agency may include general administration such as corresponding/communicating, meeting, and directing; representing the agency; lobbying on behalf of the agency; reporting; publicizing; managing records; managing information systems and technology.

Managing Finances: Activities involved in managing finances may include the following: budgeting, which encompasses preparing and reviewing a budget package, submitting the budget package to the Department of Finance, documenting amendments and performance of the budget, and reporting in established budget status categories to the Department of Finance; purchasing, which encompasses requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received; accounting for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency's budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; and assisting the Examiners of Public Accounts in the audit process.

Managing Human Resources: Activities involved in managing human resources may include the following: recruiting and hiring eligible individuals to fill vacant positions within the agency; providing compensation to employees; providing benefits to employees such as leave, health insurance, unemployment compensation, worker's compensation, injury compensation, retirement, and death benefits, and administratively supported but employee-funded benefits such as additional life and health insurance and tax-deferral and savings plans; supervising employees, which includes promoting, demoting, evaluating performance, granting leave, and monitoring the accumulation of leave.

Managing Properties, Facilities, and Resources: Activities involved in managing properties, facilities, and resources may include the following: inventorying and accounting for non-consumable property and reporting property information to the Office of State Auditor; leasing/renting offices if the agency does not own their office space; and securing and maintaining state property in the care of the agency, including vehicles

Analysis of Record Keeping System and Records Appraisal of the Alabama Institute for Deaf and Blind

Agency Record Keeping System

The Institute for Deaf and Blind operates a hybrid system composed of a computer system and paper record-keeping.

Computer Systems: The current information system environment at the institute utilizes a client/server operation operating in either Windows NT 4.0 or UNIX. Computing capabilities are provided to the staff of the institute via a Wide Area Network (WAN). Each campus of the institute has a personal computer-based Local Area Networks (LANs). Each LAN is joined by a BellSouth T-1 line to the Metropolitan Area Network (MAN) that spans the city of Talladega. The MAN is connected to the regional centers and remote stores via T-1 lines, analog phone lines/modems, and Internet connectivity to make up the institute's WAN, which is connected, via a T-1 line, to the Alabama Supercomputer. The institute has several primary databases among its numerous servers. Primary databases may be connected to secondary databases which are connected through relational fields. The major databases are for accounting and student information. Accounting databases are written in one of three software: Banner, Oracle, and SBT. The student information system is updated whenever information is entered into a student database at one of the campuses. The Chancery software program picks up the information from the database and makes the information available for inquiry from any of the campuses. Other databases may be created by staff members in File Maker Pro. Employees of the institute who have access to the computer system, which is password protected, also have access to the Internet and to e-mail.

A complete system backup of each LAN and WAN server occurs daily. The tapes are reused on a two-week rotation. Backup tapes are stored at each campus.

The department maintains a web site at <http://www.aidb.state.al.us/aidb/>, which it uses to provide information on the history of the institute and the programs it offers. All information found on the web site is also available in paper form.

Paper-based System: The institute continues to maintain most of its records in paper form. Currently, no records are stored off-site.

Records Appraisal

The following is a discussion of the two major categories of records created and/or maintained by the Institute for Deaf and Blind: Temporary Records and Permanent Records.

I. Temporary Records. Temporary records should be held for what is considered to be their active life and disposed of once all fiscal, legal and administrative requirements have been met. Some of the temporary records created by the board are discussed below:

- **Records documenting salary and wages.** These records are recommended for a retention of 50 years after the end of the fiscal year in which the records were created because the information is not duplicated at the Department of Personnel.
- **Records documenting an employee's work history.** These records, which are generally maintained as a case file, are recommended for a retention of 25 years after separation of an employee from the agency because the information is not duplicated at the Alabama Department of Personnel. The institute does not utilize the Department of Personnel when hiring its employees, although it does participate in the Teacher's Retirement System.

II. Permanent Records. The Government Records Division recommends the following records as permanent.

Admitting Students

- **Student Permanent Records.** These records document a student's history and include the most recent statements of eligibility, notices of re-evaluation/eligibility, attempted notifications of parents, correspondence, release of information, social security information, birth certificates, transcripts, pictures, court documents, withdrawals, related agency forms, and final student/client medical/psychiatric evaluations. Also included are intellectual assessment reports, and results of standardized examinations including the graduation exam and achievement tests. The requirements for maintaining these records are professional practices that derive from the American Association of Collegiate Registrars and Admissions Officers and the Southern Association of Colleges and Schools. These professional organizations ensure standardized record keeping and retention for student records documenting attendance, achievement, and graduation.

Conveying Knowledge

- **Curriculum Committee Minutes.** These records document curriculum development by the institute. **(Bibliographic Title: Meeting Minutes)**
- **Textbook Approval Records.** These document the institute's use of textbooks that may differ from those approved by the Department of Education for use by other education institutions in the state. The records document the approval of textbooks for use as well as provide information on which books are used by the institute. **(Bibliographic Title: Textbook Approval Records)**

Providing Student Housing, Care, and Activities

- **Student Handbooks.** The student handbook documents school policy and procedures as they affect individual students. As the handbooks document school rules and services for students, they are deemed permanent. **(Bibliographic Title: Student Handbooks)**

Providing Employment Opportunities

- **Gentry Technical Facility Procedures, Strategic Plans, and Goals.** These records document the procedures, plans, and goals of the facility and are necessary to understand how the programs fit into those goals. These records should be retained by the school for administrative use.

Administering Internal Operations

- **Administrative Records of The President.** These records document the policies and procedures of the institute and are necessary to understand how the institute views its mandate. **(Bibliographic Title: Administrative Records of The President)**
- **Policy and Procedural Records.** These records, which include staff manuals, document the policies and procedures of the institute and are necessary to understand how the institute views its mandate. **(Bibliographic Title: Policy and Procedural Records)**
- **Campus Grounds Master Plans.** The master plans document the changes in the physical campus of the institute and retain administrative and historical value. **(Bibliographic Title: Master Plans of the Campus Grounds)**
- **Meeting Minutes.** These records document policy and rule development by the institute, resolutions proposed to the board, and required reporting by the departments and committees to the board. **(Bibliographic Title: Meeting Minutes)**
- **News Releases.** These records consist of news releases of the institute for purposes of recruitment and publicity. They provide useful information documenting the activities of the institute. **(Bibliographic Title: News Releases)**
- **Publications.** The institute creates publications to provide information about itself to the public. Examples include the magazine of the Institute for Deaf and Blind, “Sights and Sounds,” and yearbooks. These records provide summary information on the activities, academics, and organization of the school. **(Bibliographic Title: Publications)**
- **Speeches/Photographs/School Programs.** These records document official statements and/or activities of the institute that may not be found elsewhere and therefore retain historical value. These records should be retained by the school for administrative use. **(Bibliographic Title: Speeches; Photographs; School Programs)**
- **Human Rights Committee Minutes.** The committee is made of staff members of the institute and medical and legal professionals to ensure that the rights and health of the students are protected. The committee monitors the use of behavior modification and human use in research projects, makes recommendations regarding such, and hears grievances. These records document the actions of the Human Rights Committee. **(Bibliographic Title: Meeting Minutes of the Human Rights Committee)**

- **Annual Reports.** The annual reports are summary documentation of the activities of the board. (**Bibliographic Title: Annual Reports**)

III. Access Restrictions to Educational Records.

- A. **Student Records.** The Family Educational Rights and Privacy Act (FERPA), or the Buckley Amendment, restricts access to student records. Only the records of those students who matriculated are governed by this federal statute. The statute should not be used to restrict access to any statistical information regarding student populations nor any financial, personnel, or administrative records of the school.
- B. **Library Circulation Records.** The Code of Alabama 1975 § 36-12-40 restricts access to the registration and circulation records of public-school libraries. This information is open to inspection by any parent of a minor child at his/her request.

Permanent Records List

Alabama Institute for Deaf and Blind

Admitting Students

1. Student Permanent Records*

Conveying Knowledge

1. Curriculum Committee Minutes
2. Textbook Approval Records

Providing Student Housing, Care, and Activities

1. Student Handbooks

Providing Employment Opportunities

1. Gentry Technical Facility Procedures, Strategic Plans, and Goals*

Administering Internal Operations

1. Administrative Records of The President
2. Policy and Procedural Records
3. Campus Master Plan
4. Meeting Minutes
5. News Releases
6. Publications
7. Speeches/Photographs/School Programs
8. Human Rights Committee Minutes
9. Annual Reports

*indicates records that ADAH anticipates will remain in the care and custody of the creating agency.

ADAH staff members are available to work with agency staff in determining the best location and storage conditions for the long-term care and maintenance of permanent records.

Alabama Institute for Deaf and Blind Records Disposition Authority

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975 § 41-13-5 and § 41-13-20 through 21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff in cooperation with representatives of the institute. The RDA lists records created and maintained by the board in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for the Alabama Institute for Deaf and Blind to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and made available to members of the public. Under Code of Alabama 1975 § 36-12-40, "every citizen has a right to inspect and take a copy of any public writing in this state, except as otherwise expressly provided by statute." Records must be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975 § 36-12-2, § 36-12-4, and § 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the ADAH Government Records Division at (334) 242-4452.

Explanation of Records Requirements

- This RDA supersedes any previous records disposition schedules governing the retention of the Institute for Deaf and Blind's records. Copies of superseded schedules are no longer valid and should be discarded.
- The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept.
- Electronic mail is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.
- Some temporary records listed under the Administering Internal Operations subfunction of this RDA represent duplicate copies of records listed for long-term or permanent retention in the RDAs of other agencies.
- Certain records and records-related materials need not be retained as records under the disposition requirements in this RDA. Such materials include: (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received that require no action and do not document government activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and

have become obsolete; (4) transitory records, which are temporary records created for short-term, internal purposes that may include, but are not limited to: telephone call-back messages; drafts of ordinary documents not needed for their evidential value; copies of material sent for information purposes but not needed by the receiving office for future business; and internal communications about social activities; and (5) honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by the agency staff.. They may be disposed of without documentation of destruction.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of the Institute for Deaf and Blind and lists the groups of records created and/or maintained by the institute as a result of activities and transactions performed in carrying out these subfunctions. The institute may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular quarterly meetings.

Admitting Students

Admissions Team List

Disposition: Temporary Record. Retain 3 years.

Student Files of Not Accepted Students

Disposition: Temporary Record. Retain 3 years after end of the academic year in which the records were created.

Adult Education Applications and Reports

Disposition: Temporary Record. Retain 3 years after end of the academic year in which the records were created.

Student Files (applications, Individual Education Plan record of access, referrals, parental rights, permission to evaluate/counsel, immunizations, correspondence with parents, approval of medication, medical information, class schedules, teacher/aide/class/dorm assignments, residential reports, case management records, speech records, Medicaid/insurance records, behavior plans, incident reports, body charts, behavior staffing/interventions, transition records, student evaluations, home visit surveys, work records, counseling records, Stanford Achievement Test for Hearing Impaired)

Disposition: Temporary Record. Retain 5 years after final enrollment.

STUDENT PERMANENT RECORDS (Most recent statements of eligibility, notices of reevaluation/eligibility, attempted notifications of parents, correspondence, Individual Education Plans, release of information, Social Security information, birth certificates, transcripts, transcript requests, pictures, court documents, withdrawals, and related agency forms, and final student/client medical/psychiatric evaluations. Also included are intellectual assessment reports, and results of standardized examinations including the graduation exam, achievement tests, and ACT)

Disposition: PERMANENT RECORD.

Superseded Student Records (Superseded statements of eligibility, notices of revaluation/eligibility, attempted notifications of parents, correspondence, Individual Education Plans, release of information, Social Security information, birth certificates, transcripts, pictures, withdrawals, and related agency forms)

Disposition: Temporary Record. Retain 5 years after final enrollment.

Student Insurance Records

Disposition: Temporary Record. Retain 1 year after expiration.

Bank Cards

Disposition: Temporary Record. Retain 1 year after final enrollment.

School Pictures File

Disposition: Temporary Record. Retain 1 year after final enrollment.

Absentee Records

Disposition: Temporary Record. Retain 5 years after final enrollment.

School Rolls/Child Count

Disposition: Temporary Record. Retain 5 years.

Class Rosters

Disposition: Temporary Record. Retain 3 years.

Principal Reports

Disposition: Temporary Record. Retain 1 year.

Reports of Students Over the Age of Twenty-One

Disposition: Temporary Record. Retain until superseded.

Conveying Knowledge

CURRICULUM COMMITTEE MINUTES

Disposition: PERMANENT RECORD.

Curriculum Committee Records

Disposition: Temporary Record. Retain for 1 year.

Master and Faculty Course Schedules

Disposition: Temporary Record. Retain 3 years.

TEXTBOOK APPROVAL RECORDS

Disposition: PERMANENT RECORD.

Records of Issuing Textbooks

Disposition: Temporary Record. Retain 3 years after books are no longer approved for use.

Lesson Plans

Disposition: Temporary Record. Retain 5 years.

Library Committee Records

Disposition: Temporary Record. Retain for 1 year.

Superseded Student/Client Medical/Psychiatric Evaluations

Disposition: Temporary Record. Retain 5 years after final enrollment.

Treatment Program Records

Disposition: Temporary Record. Retain 1 year.

Weekly Behavior Recordings

Disposition: Temporary Record. Retain 1 year.

Clinic Records

Disposition: Temporary Record. Retain 10 years after last visit.

Observations and Work Samples

Disposition: Temporary Record. Retain 5 years after final enrollment.

Discipline Records

Disposition: Temporary Record. Retain 5 years after final enrollment.

Faculty Grade Books

Disposition: Temporary Record. Retain 3 years.

Progress Reports and Report Cards

Disposition: Temporary Record. Retain 5 years after final enrollment.

Nine Weeks Overview

Disposition: Temporary Record. Retain for useful life.

Student Pretest and Posttest Questions, Answers, and Student Responses

Disposition: Temporary Record. Retain 1 year.

Student Scholastic Exams

Disposition: Temporary Record. Retain 5 years.

Records of Awards

Disposition: Temporary Record. Retain 1 year.

Infirmity Reports

Disposition: Temporary Record. Retain 1 year.

Providing Student Housing, Care, and Activities

Library Records

Disposition: Temporary Record. Retain 3 years.

Transportation Records

Disposition: Temporary Record. Retain 1 year after final enrollment.

Bus/License Information

Disposition: Temporary Record. Retain for useful life.

Meal Records

Disposition: Temporary Record. Retain 1 year after final enrollment.

Lunch Duty Assignments

Disposition: Temporary Record. Retain 1 year.

Houseparent Work Schedules and Dorm Staff Sign-In Records

Disposition: Temporary Record. Retain 1 year.

STUDENT HANDBOOKS

Disposition: PERMANENT RECORD.

Recreation Schedules

Disposition: Temporary Record. Retain 1 year.

Individual Records of Sports and Extra Curricula Activities

Disposition: Temporary Record. Retain 1 year.

Summer Camp/Work Records

Disposition: Temporary Record. Retain for useful life.

Residential Timecards

Disposition: Temporary Record. Retain 1 year.

Dorm Accountability Reports

Disposition: Temporary Record. Retain 5 years after final enrollment.

Dorm Schedules and Teacher Reports

Disposition: Temporary Record. Retain 5 years after final enrollment.

Work Permits

Disposition: Temporary Record. Retain for useful life.

Book Fair Records

Disposition: Temporary Record. Retain for useful life.

Career Day/Goals for Vocation Records

Disposition: Temporary Record. Retain for useful life.

Field Trip Exculpatory Form

Disposition: Temporary Record. Retain 1 year after final enrollment.

Visitor/Student Sign-In/Out

Disposition: Temporary Record. Retain 5 years after final enrollment.

Trip Requests/Blanket Travel

Disposition: Temporary Record. Retain 1 year.

Student Management/Rodgers' Fund Account Records

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Consumer Checkbooks, Bank Statements, Files/Reports, and CMP Forms

Disposition: Temporary Record. Retain 7 years.

Providing Employment Opportunities**GED Reports**

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Work Experience Program Records

Disposition: Temporary Record. Retain until no longer useful.

Funding Applications

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Account Guidelines

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the guidelines are superseded.

Gentry Technical Facility Customer Sale Orders and Account Records

Disposition: Temporary Record. Retain 5 years.

Gentry Technical Facility Inventory and Cost Center Accounting Records

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Gentry Technical Facility Student Progress and Incident Records

Disposition: Temporary Record. Retain 5 years after final enrollment.

Gentry Technical Facility Student Enrollment, Class Roster, and Daily Attendance Records

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Gentry Technical Facility Pathways Program Quarterly Report

Disposition: Temporary Record. Retain 2 years.

GENTRY TECHNICAL FACILITY PROCEDURES, STRATEGIC PLANS, AND GOALS

Disposition: PERMANENT RECORD.

Invoice to Vocational Rehabilitation Reports

Disposition: Temporary Record. Retain 5 years.

Product Cost Analysis Sheets

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Adult Education Reports

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Manufacturing Weekly Production Reports

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Daily Piece Rate Tickets/Sheets

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Work/Cutting Orders

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Product Cost and Pricing Files

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Base Store Files

Disposition: Temporary Record. Retain 7 years.

Monthly SBT Closeouts

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Quality Control Records (including Daily inspection form #2, corrective action form #8, perch inspection form #1, protocol deviation form #9, Maintenance log form #7, finish examination form #6, end item examination form #5, cutting table inspection form #4, raw material receiving inspection form #3, and first article in-house material form #10)
Disposition: Temporary Record. Retain 3 years.

Administering Internal Operations: Managing the Agency

ADMINISTRATIVE RECORDS OF THE PRESIDENT
Disposition: PERMANENT RECORD.

Academic and Residential Director's Files
Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

POLICY AND PROCEDURAL RECORDS
Disposition: PERMANENT RECORD.

CAMPUS MASTER PLAN
Disposition: PERMANENT RECORD.

National Accreditation Council for the Blind Report
Disposition: Temporary Record. Retain 5 years.

Plans/Schedules for Annual Opening of School
Disposition: Temporary Record. Retain 1 year.

Raw Research Data
Disposition: Temporary Record. Retain until no longer useful.

Board Meeting Notices
Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Telephone Logs
Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Appointment Letters
Disposition: Temporary Record. Retain until expiration of the term of appointee.

Listing of Board Members
Disposition: Temporary Record. Retain until superseded.

Calendars
Disposition: Temporary Record. Retain 1 year.

MEETING MINUTES

Disposition: PERMANENT RECORD.

Recordings of Meetings

Disposition: Temporary Record. Retain until the official minutes are adopted and signed.

NEWS RELEASES

Disposition: PERMANENT RECORD.

PUBLICATIONS

Disposition: PERMANENT RECORD.

SPEECHES/PHOTOGRAPHS/SCHOOL PROGRAMS

Disposition: PERMANENT RECORD.

HUMAN RIGHTS COMMITTEE MINUTES

Disposition: PERMANENT RECORD.

Requests for Information

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Routine Correspondence

Disposition: Temporary Record. Retain 3 years.

Mailing Lists

Disposition: Temporary Record. Retain for useful life.

Administrative Reference Files

Disposition: Temporary Record. Retain for useful life.

Recycling Plan

Disposition: Temporary Record. Retain until superseded.

ANNUAL REPORTS

Disposition: PERMANENT RECORD.

Complementary Meal Ticket Records

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting the implementation of the agency's approved RDA, including copies of transmittals for records transmitted to the State Records Center, records transferred to the Department of Archives History, and evidence of obsolete records destroyed

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Copy of RDA

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the RDA was superseded.

Computer System Documentation (Y2K Records, hardware/software manuals and diskettes, warranties, records of access/authorities, file naming conventions)

Disposition: Temporary Record. Retain documentation of former system 3 years after the end of the fiscal year in which the former hardware and software no longer exists anywhere in the agency and all permanent records have been migrated to a new system.

Error Logs

Disposition: Temporary Record. Retain 2 years.

Management Information System (MIS Journals)

Disposition: Temporary Record. Retain 1 year.

Configuration and Asset Logs

Disposition: Temporary Record. Retain until superseded.

Work Order Logs

Disposition: Temporary Record. Retain 2 years.

SBT Polling Logs

Disposition: Temporary Record. Retain for useful life.

Printouts of Acknowledgment from the Secretary of State Relating to Notices of Meetings Posted by State Agencies

Disposition: Temporary Record. Retain 3 years.

Administering Internal Operations: Managing Finances**Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance**

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records of original entry or routine accounting transactions, such as journals, registers, and ledgers, and records of funds deposited outside the state treasury, including bank statements, deposit slips, and cancelled checks

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting requests for authorization from supervisors to travel on official business and other related materials, such as travel reimbursement forms and itineraries

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Contractual records established for the purpose of services or personal property

Disposition: Temporary Record. Retain 6 years after expiration of the contract.

Records documenting the bid process, including requests for proposals and unsuccessful responses

- a. Original Bid Records Maintained in the Purchasing Office of the Agency for Contracts over \$7500
Disposition: Temporary Record. Retain 7 years after the end of the fiscal year in which the bids were opened.
- b. Duplicate copies of bid (where originals are maintained by the Finance Department - Division of Purchasing)
Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the bids were opened.

Agency Audit Reports

Disposition: Temporary Record. Retain 6 years after end of the fiscal year in which the records were created.

Daily Credit Card Reports

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Operation Agreements

Disposition: Temporary Record. Retain 6 years after expiration of the contract.

Inter-store Transfers

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Administering Internal Operations: Managing Human Resources

Job Recruitment Materials

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Application Materials

Disposition: Temporary Record. Retain 1 year.

Position Files

Disposition: Temporary Record. Retain 7 years.

Equal Employment Opportunity Records and Affirmative Action Plans

Disposition: Temporary Record. Retain 5 years.

Litigation and EEOC Complaint/Grievance Files

Disposition: Temporary Record. Retain 10 years.

Records documenting salary and wages

Disposition: Temporary Record. Retain 50 years after end of the fiscal year in which the records were created.

Records documenting payroll (e.g. pre-payroll reports, payroll check registers)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Records documenting payroll deduction authorizations

Disposition: Temporary Record. Retain 6 years after separation of employee from the agency.

Records documenting payroll deductions for tax purposes (including Form 941)

Disposition: Temporary Record. Retain 3 years after end of year in which the records were created.

Records documenting employee hours worked, leave earned, and leave taken

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records documenting leave donations

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Records of final leave status

Disposition: Temporary Record. Retain 6 years after separation of employee from the agency.

Records documenting an employee's work history - generally maintained as a case file

Disposition: Temporary Record. Retain 6 years after separation of an employee from the agency.

Employee Flexible Benefits Plan Files (applications and correspondence)

Disposition: Temporary Record. Retain 6 years after termination of participation in program.

Records documenting the State Employee Injury Compensation Trust Fund (SEICTF) Claims

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Employee Administrative Hearing Files

Disposition: Temporary Record. Retain 6 years after separation of the employee from the agency.

Section/Division Personnel Files

Disposition: Temporary Record. Retain until separation of an employee from the agency.

Weekly Activity Reports

Disposition: Temporary Record. Retain for useful life.

Records documenting agency provision of training and professional development

Disposition: Temporary Record. Retain 3 years.

Hepatitis B Vaccine Records

Disposition: Temporary Record. Retain 30 years.

Negative Drug Test Results

Disposition: Temporary Record. Retain 1 year.

Positive Drug Test Results

Disposition: Temporary Record. Retain 5 years.

Administering Internal Operations: Managing Properties, Facilities, and Resources**First Article Inspection Form #11**

Disposition: Temporary Record. Retain 5 years.

Testing Security Policy

Disposition: Temporary Record. Retain for 1 year after superseded.

Floor Plans

Disposition: Temporary Record. Retain for 1 year after superseded.

Security Records

Disposition: Temporary Record. Retain 3 years.

Fire and Tornado Drill Records

Disposition: Temporary Record. Retain 1 year.

SEMIANNUAL INVENTORY LISTS

Disposition: PERMANENT RECORD. Retain in office (Code of Alabama 1975 § 36-16-8[1]).

Unclaimed Property Report

Disposition: Temporary Record. Retain 5 years.

Agency Copies of Transfer of State Property Forms (SD-1)

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Inventory Cards

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the items were removed from inventory.

Property Inventory Affidavits

Disposition: Temporary Record. Retain 3 years after end of the fiscal year in which the records were created.

Receipts of Responsibility for Property

Disposition: Temporary Record. Retain until return of item to property manager.

Computer Check-Out Records

Disposition: Temporary Record. Retain 1 year.

Records documenting the use, maintenance, ownership, and disposition of vehicles owned by the agency

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the vehicle was removed from the property inventory.

Key, Bus, Car Sign-Outs

Disposition: Temporary Record. Retain 1 year.

Approval of Records Disposition Authority (RDA)

By signing this agreement, the Institute for Deaf and Blind acknowledges its responsibilities in the proper management of its records and agrees to abide by the implementation guidelines listed below:

- The Institute for Deaf and Blind will designate a managerial position as the agency records officer. This position is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the institute, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, submitting an annual report on records management activities to the State Records Commission in January of each year, and ensuring the regular implementation of the institute's approved RDA.
- Permanent records in the Institute for Deaf and Blind's custody will be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis – for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA's provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.
- The board should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the board chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records' permanent preservation and accessibility.
- The Institute for Deaf and Blind agrees to allow the staff of the State Records Commission or the Examiners of Public Accounts to examine the condition of the permanent records maintained in the custody of the board and to inspect records destruction documentation. Government Records Division archivists are available to train the board staff in RDA implementation and otherwise assist the board in implementing its records management program.

The State Records Commission adopted this revision to the Records Disposition Authority on January 25, 2001.

Edwin C. Bridges, Chairman
State Records Commission

Date

Receipt acknowledged:

Joseph F. Busta, Jr., President
Alabama Institute for Deaf and Blind

Date